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To: Distribution

From: Linda Connolly
        Associate Chief Financial Officer – Financial Systems
        Administrative Systems Upgrade Branch

Subject: User Management Application (UMA) Managers and Users

The purpose of this memorandum is to provide instructions for establishing User Management Application (UMA) Managers and Users for Corporate Property Automated Information System (CPAIS) Real Property.

UMA manages access requests, approvals and modifications. Through UMA, users request new profiles or make changes to existing profiles while UMA Managers are responsible for reviewing and acting on those requests. Form AD-1143 must be used to request access to the UMA manager role. Additionally, the AD-1143 must be used in conjunction with UMA to request new user access to roles or make changes to existing profiles. An updated AD-1143 can be found on the OCIO website, http://www.ocio.usda.gov/forms/doc/AD1143.pdf.

USDA's eAuthentication (eAUTH) solution serves as the centralized authentication service for USDA employees to access USDA Web Services, including access to the CPAIS database. All USDA employees are required to have an eAUTH account. Users will log into CPAIS and will be routed to the OCIO eAUTH website to validate the user's identity before access to CPAIS is granted. Users should note that account management for forgotten passwords and password resets will be handled by making the appropriate selection on the eAUTH logon page. If you have any questions or need additional information to log into CPAIS, please contact your CPAIS agency point-of-contact. Agency points-of-contact can notify the CPAIS Help Desk for assistance at 1-877-243-3072 or cod.help@usda.gov.

If users experience problems when accessing CPAIS for the first time, JINitiator may be required. JINitiator 1.3.1.26 (10g version) is available on the USDA Corporate Systems website, https://www.nfc.usda.gov/corporate/CPAIS.htm. If problems persist, users should contact their agency technical support staff as administrative rights may be required. If further assistance is required, your technical support can contact the NFC Operations and Security Center (OSC) at 1-800-767-9641 or 504-426-6435 or osc.etix@usda.gov.

The following are instructions for establishing CPAIS Users and UMA Managers.

New CPAIS Users

Complete form AD-1143 (**UMA Manager's signature required**). While completing the AD-1143, prospective users must check the appropriate box and specify the roles to which they want

access. Users should send the completed AD-1143 to their agency Security Administrator who will retain the AD-1143 for internal control purposes.

New users, **without** any level of access, should identify the CPAIS roles (see Attachment 1) being requested along with the Agency and Administrative Org Codes for which access is needed. A CPAIS User Profile will need to be requested and established before access is granted to CPAIS. To initiate an access request, log on to the CPAIS website at https://cpaisprd1.ocfo.usda.gov:8250/ and follow the step-by-step instructions below.

1. Click **Continue** to agree to the terms of the CPAIS WARNING message.
2. At the eAuthentication WARNING page, click **Continue**. New users will be re-directed to UMA to request roles and organizations.
3. Enter your eAuthentication User ID and Password and click **Login**.
   Note: If you enter an incorrect User ID and password combination three consecutive times, you will receive one of two failed messages and your account will be locked for up to an hour.
4. Once the User ID and Password have been validated, users will be forwarded to the **Personal Info** sub tab, and should enter the following information:
   • **User Name**: Please enter the first part of your eAuthentication user ID. Do not include punctuation, symbols, or non-standard characters, including "@". If your eAuthentication user ID is "tjefferson@ars", type "tjefferson" in the User Name field. You will not be able to change your user name after you complete registration. (Required)
   • **Phone Number**: Enter your office phone number in the following format XXX-XXX-XXXX.
   • **Agency**: Select your agency from the list. (Required)
   • **Home Org**: Select Administrative Org
   • **Supervisor Name**: Enter your supervisor's first and last name.
   • **Remarks**: You do not have to populate this field; however, special instructions or other information may be included.
5. Click the **SAVE** icon in the upper right
6. Click the **View and Request Changes** sub tab to identify Roles and Orgs being requested
7. Select "CPAIS_RP" from the Application Name list of values.
8. Select the first role to request from the **Role Name** list. Multiple roles may be requested by holding the Ctrl key and clicking on the roles to be defined.
9. Select **Agency Name** from the list of values.
10. From the **Available Orgs** box, select **ALL** as the filter; then select a single Org, or multiple Orgs (using the CTRL key) from the list of values displayed.
11. Next, select the action to perform with the Org(s) selected -- **Move** or **Move All** (if adding to a role) or **Remove** or **Remove all** (if deleting from a role); the Org(s) pass to the Requested Orgs box.
12. Click **Add Selected Orgs** to add the role/organization combination. The request displays in the My Roles and Orgs table. To cancel a request in the My Roles and Orgs table, select the bullet for the role you wish to cancel and click the **Cancel Request or Cancel All** button.
13. Click **Save**.

Existing CPAIS Users

Complete form AD-1143 (**UMA Manager's signature required**). While completing the AD-1143, existing users must check the appropriate box and specify the roles to be modified. Users should send the completed AD-1143 to their agency Security Administrator who will retain the AD-1143 for internal control purposes.

> Note: Account modification requests must be reviewed by the agency UMA Manager before the changes take effect.

To add Roles and Orgs to an existing account:

1. Login to CPAIS; at the CPAIS Main Menu, click the System Management option from the decision tree.
2. Next, double click on the User Management Application link.
3. The **User Management Application** will open the **My Profile** tab at the **Personal Info** sub tab.
4. Select View and Request Changes sub tab to add Roles and Orgs.
   All roles that currently are part of your profile appear in the **My Roles and Orgs** table.
   For each role, you will see the following:

   - Orgs you have requested to add that are pending approval;
   - Orgs you have requested to remove that are pending approval; or,
   - Orgs that have been approved by an UMA Manager and assigned to your account.

5 Follow steps 7 through 13 above. Be sure to use the **Add Selected Orgs** button.

To remove Roles and Orgs from an existing account:

The same basic process is used to submit a request to **remove Roles and Orgs;** however, the **Remove Selected Orgs** button would be used to execute the Roles and Orgs identified to be deleted.

UMA Managers

1. If you are a new or a current CPAIS user, follow the steps above for **Existing or New CPAIS Users** making sure that you request at a minimum access for CPAIS-RP, your Agency and Read Only and all Admin Orgs.
2. Send completed AD-1143 to your UMA Manager (See Attachment 2)
3. Your UMA manager will then "Promote" you as a UMA manager.
   > Note: **Do not** include social security numbers on the AD-1143 form.

Note: All users must remember to email their Agency UMA Manager (see Attachment 2) that a request is pending. Upon reviewing and granting access to Orgs and Roles, the Agency UMA Manager will send a response email along with a screen capture of the approved CPAIS-RP Orgs and Roles.

Please refer to the UMA Quick Guide or UMA Manager Quick Guide, which are available on the USDA Corporate Systems website, for detailed instructions on using UMA.

Real Property Roles

Role	Description
CONTACT MANAGER	Role allows the user to enter different types of contact data into CPAIS. This role is inherited by all RPA/RPM roles.
ADMINISTRATIVE MANAGER	Role assigned to the System Administrator for setting up the List of Values (LOV) tables. No agencies should have users assigned to this role. Only the ACFO-FS
HEADQUARTERS MANAGER	Role assumes all RPA/RPM/Generic roles, as needed, to perform responsibilities. Users having this role should be limited to Department-level personnel that serve all agencies USDA-wide. Users in this role can set parameters for running depreciation, run FRPP, and Utilization Summary reports.
READ ONLY	Role allows the user to select all objects for viewing and/or reporting. This role is already inherited by all RPA and RPM roles.
FRPP ADMINISTRATOR	Role allows the user to certify data for FRPP reporting.
RP SECURITY OFFICER	Role allows user to see the User Access screen and run security reports.
RPA DISPOSAL MANAGER	Role allows the user to create or update subledger accounts and create write-off transactions for disposed assets using the Value Stream screen. This role assumes the RPA LOCAL MANAGER role to perform responsibilities as needed.
RPA LOCAL MANAGER	Role provides access to create and maintain subledgers and set development status. Users having this access are normally operational accountants who deal with real property.
RPA RECONCILIATION MANAGER	Role allows user to clear rejected transactions and update UAI data element in rejected WIP transactions.
RPA STREAM MANAGER	Role allows user to create or update current year adjustment transactions using the Value Stream screen. Assumes RPA DISPOSAL MANAGER role to perform responsibilities as needed. Users in this role are also allowed to place an asset in service. There are a limited number of access privileges for this role in each agency. Users having this access should be limited to one primary and one backup.
RPM COLLOCATION MANAGER	Role allows user to manage collocation agreements.
RPM LEASE MANAGER	Role allows user to create, update, and delete lease records and the authority to issue GSA OA billing adjustment

	requests. The role assumes RPM PROPERTY.
RPM OCCUPANCY MANAGER	Role allows user to enter occupancy information for assigned properties or the collocation property managed by other agencies.
RPM PROPERTY MANAGER	Role allows user to create, update, and delete assets and link the assets to GSA sites. Role also allows user to set development status. This role can be assigned to a facility engineer, fiscal manager, or property manager.
RPM WORK ITEM MANAGER	Role allows user to enter and update deferred maintenance work items and facility master plan information. This role can be assigned to a facility engineer, fiscal manager, or property manager.

Attachment 2

Agency UMA Managers

Agency	Name
DA, EO, ES, HL, SEC , OCE, OC	Susan Oderwald, Angelique Dyer, Yvette Green, Anne Proctor
NAD	Susan Oderwald, Angelique Dyer, Raymond Witcher
OGC	Susan Oderwald, Angelique Dyer
OIG	Susan Oderwald, Angelique Dyer, Peter Lee
FNS	Susan Oderwald, Angelique Dyer
ARS	Susan Oderwald, Angelique Dyer, Holly Wood, Judy Morrison
FS	Susan Oderwald, Angelique Dyer, Bartholomew Chinnici
APHIS	Susan Oderwald, Angelique Dyer, Raymond Witcher
NRCS	Susan Oderwald, Angelique Dyer, Anjunette Lyles
OCIO	Susan Oderwald, Angelique Dyer
OCFO	Susan Oderwald, Angelique Dyer
FSA	Susan Oderwald, Angelique Dyer, Steven Jones, Christopher Finley
RD	Susan Oderwald, Stephanie Royal, Tracey MacPheters, Ernestine Kelly, Rose Coffey, Beth Aschenbrenner
FSIS	Susan Oderwald, Angelique Dyer
AMS	Susan Oderwald, Angelique Dyer, Chan Lam, Raymond Witcher
ERS	Susan Oderwald, Angelique Dyer, Holly Wood, Judy Morrison
NASS	Susan Oderwald, Angelique Dyer, Judy Morrison, Holly Wood
CSREES	Susan Oderwald, Angelique Dyer, Judy Morrison, Holly Wood
GIPSA	Susan Oderwald, Angelique Dyer, Raymond Witcher
RMA	Susan Oderwald, Angelique Dyer, Christopher Finley, Steven Jones, Julius Byrd
CE	Susan Oderwald, Angelique Dyer, Steven Jones, Christopher Finley

GS	Susan Oderwald, Angelique Dyer
NC	Susan Oderwald, Angelique Dyer
Z1	Susan Oderwald, Angelique Dyer
Z2	Susan Oderwald, Angelique Dyer